

Example:

DISTANCE LEARNING POLICY

Distance Learning Mission Statement:

The administration of [REDACTED] School District recognizes the significance of organizing the distance education initiatives of the institution so that a well-coordinated program will be delivered. Coordination of distance education initiatives is required to provide the resources and assistance for faculty, to provide support services for distance education students, to maximize the use of school resources with a minimum of duplication, and to ensure consistent and fair policies and procedures related to faculty and students. Organized and well-coordinated programs facilitate strengthen the school's image as an innovative and technologically sound institution.

Rapid advancements in technology will undoubtedly create new methods for providing and delivering distance education. Therefore, policies and procedures that impact distance education will continuously change and these guidelines reflect the latest developments at the time of printing. As changes occur that are internally developed, required by the South Dakota Department of Education, this document will be revised to incorporate those changes.

Academic:

1. Academic Calendars:
The starting and ending dates for DDN classes as well as other holidays, in-service days, or non-class days will be based upon [REDACTED] School District [REDACTED] calendar.
2. Late Starts:
If the [REDACTED] School District [REDACTED] starts late, it would attempt to teach any DDN classes that are scheduled with any adjustments that may be necessary.
3. School cancellation:
When the [REDACTED] schools are cancelled or closed due to inclement weather or unforeseen circumstances, DDN classes are cancelled. The teacher will determine necessary class adjustments for that particular day.
4. Accreditation programs:
[REDACTED] High School is an NCA accredited school.
5. Course quality:
We adhere to the state standards and aligned course guidelines.
6. Course and program evaluation:
This program will follow the established course assessments for [REDACTED] School District [REDACTED].
7. Credits earned:
Students will receive one (1) credit per term at [REDACTED] High School.
Students will receive one-half (½) or one (1) credit based on semester or year at [REDACTED] Middle School.
8. Grading:
Students will be graded according to the [REDACTED] School District [REDACTED] established four-point grade system.
9. Admission:
Enrollment will be determined by the space available.
10. Curriculum review:

- All courses offered will follow the established curriculum review procedure.
11. Approval process:
The requesting district will assure that students have the class pre-requisite requirements and the ability necessary to be successful in the program.
 12. Class sizes/sites:
There will be a limit of 4 remote sites for any generated DDN course with a minimum of 5 students and a maximum of 20 students per course. Classes may be offered fall, winter, spring and summer semesters.

Fiscal, Geographic, and Governance:

1. Tuition rates:
Tuition rates will be determined by the [REDACTED] School District School Board on a yearly budget review i.e. a suggested rate of \$200 per student per credit hour. The fee does not include materials or textbooks. **The deadline for registration is two (2) months prior to the start of the class.** Registration is considered complete when the [REDACTED] School District [REDACTED] principal receives student registration form and the principal sends confirmation. For any drops one month prior to the class beginning, the receiving school will pay half of the cost of the registration (\$100 per credit hour). Payments must be received within 30 days of when the class is to begin.
2. Consortia agreements:
This agreement will function solely for [REDACTED] School District [REDACTED] use. If at a later date a consortium is developed, an addendum to this agreement will be considered.
3. Contracts with collaborative associations:
Partnerships and associations will be considered.
A cooperative agreement may be with, but is not limited to, surrounding school districts:
4. Board oversight:
The policy will be [REDACTED] School District [REDACTED] School Board approved.
5. Administration cost:
 - Video tapes: The sole purpose of the tapes are for instruction. Sale, taping or reuse of material is prohibited without the permission of the teacher and the [REDACTED] School District [REDACTED].
 - A teacher will be paid a stipend per semester or per hour based on the type of class. Compensation will be determined and negotiated by the [REDACTED] School District School Board.
 - A stipend/extra duty pay will be determined by the [REDACTED] School District Board on a yearly budget review to be paid for delivery of a class during normal/outside class instruction.
 - Release time for training instructors and class preparation will be determined by the [REDACTED] School District [REDACTED]. Teachers new to the interactive system will receive training prior to teaching. Training for instructors will follow the DTL Academy curriculum as designed by the state of South Dakota. The opportunity to do visitation to other sites doing similar instruction. Professional leave will be at the discretion of the site administrator. [REDACTED] School District [REDACTED] will pay the cost of substitute pay and transportation to visit another site.

Student Behavior:

See responsibilities of [REDACTED] School District Students in Their Use of the Network.
Each student taking a class will sign a student contract which outlines expected behavior.

Faculty:

1. Class requirements, grading, make-up requirements, schedules, etc. will be provided by the teacher. These policies will be the policies of [REDACTED] School District [REDACTED]; if you have questions, see your local site administrator.
2. The rate for the teacher stipend will be set by the [REDACTED] School District [REDACTED] Board of Education.

Site Coordinator/Designee:

1. Each member school will designate its high school principal as the site coordinator for primary contact for all matters dealing with telecourses. Duties may be completed by someone other than the site coordinator; however, the site coordinator should be responsible for the coordination of the actions. Site coordinator responsibilities include
 - Provide names, addresses and phone numbers of coordinator for contact information provided to all schools.
 - Supervise the set up of classroom, ensuring cameras and microphones are operational and the appropriate sites are scheduled with the bridge.
 - Collect assignments from students and fax, mail, or delivery, copy and distribute the materials to students as required by the host teacher.
 - Collect assignments from students and fax, mail, or deliver them to the host teacher as required.
 - Safeguard all testing materials received from the host teacher.
 - Provide supervision of students during testing as needed.
 - Assist students in contacting host teacher outside of normal class time by phone or conference.
 - Receive updates and information regarding further programs; distribute this information within school district as needed.
 - Participate in meetings for administrators to exchange information.
 - Inform host teacher of any special health or learning disability needs of remote students.
 - Inform host teacher of any disciplinary actions regarding remote students.
 - Contact DDN for technical difficulties.
 - Coordinate the taping of classes for known absences when remote site does not have class and class is still being conducted by the host.
 - Make daily contact over DDN with the host teacher at beginning or end of each class.
 - Ensure each student signs a student policy and maintain a copy within students' records.

Student Protocol:

The following procedures will ensure effective classes:

- Microphones should be positioned nearby the students. When talking to the teacher, state your name and location. Leave your microphones on mute when not speaking.
- Assume you are on camera at all times and can be recorded; therefore, act appropriately.
- Stay in view of the camera at all times. Failure to do so is considered a disciplinary referral.
- Each school has a local class facilitator/coordinator who will assist you in collection of papers, tests, etc. and getting additional help as you request.
- Notify the teacher at the start of the class if you need to be excused.
- Class requirements, grading, make up requirements, and policies will be that of the host school.
- Each student will sign a student contract.
- Handouts and materials will be provided to you by your site coordinator or available online.
- It is your responsibility to have materials as provided; see your coordinator or principal for assistance. Your coordinator will be responsible for mailing, faxing, or delivering materials; however, you are responsible to turn in these items to the coordinator by the due date. Whenever possible, work will be emailed or submitted online.
- On the first day of class, teachers will give alternatives for contacting him/her for assistance.
- In the event that the network should fail or disconnect, contact your coordinator or principal immediately for assistance.
- If you have any questions in regard to student guidelines or procedures, contact your site coordinator, principal or teacher.

Technical: TBD

Legal: TBD

Student Policy:

This document enables students and parents to clearly understand the responsibilities of a distance learner. If students have any questions, they should contact a teacher, a system administrator, or school administrator.

Students taking telecourses must be aware that:

- a. Insubordination will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
- b. Inappropriate language or gestures will not be tolerated.
- c. The two-way audio/video classes may be taped.
- d. Students will sit within camera view at all times.
- e. Students will handle the equipment in the classroom appropriately.
- f. The student will pay the cost to repair or replace any equipment damage for which he/she is responsible.
- g. Students will schedule make-up work and tests with the teacher.
- h. Students will follow classroom rules as specified by the teacher.
- i. The distance learning classrooms may be monitored.

The following disciplinary action will be taken for students who violate the above rules:

First Offense: The student will be given a verbal warning. The teacher may notify the parents and principals of the infraction.

Second Offense: The student will be removed from the class and lose their distance learning enrollment privileges.

Severe Misconduct: The student may be removed from the class without a warning and loses all distance learning privileges.

Signature Form

The signatures below affirm that we have read, discussed, and understand the student policy and agree to follow the outlined procedures.

This signature form also authorizes and gives consent to the [redacted] School District [redacted] for distance learning classes to record and play back any likeness, image, voice and performance, and any and all materials furnished by me on film, tape, or otherwise during the school year. I understand that this access is designed for educational purposes only. I give these rights freely and without compensation now or in the future.

Student _____ Date _____

Parent _____ Date _____